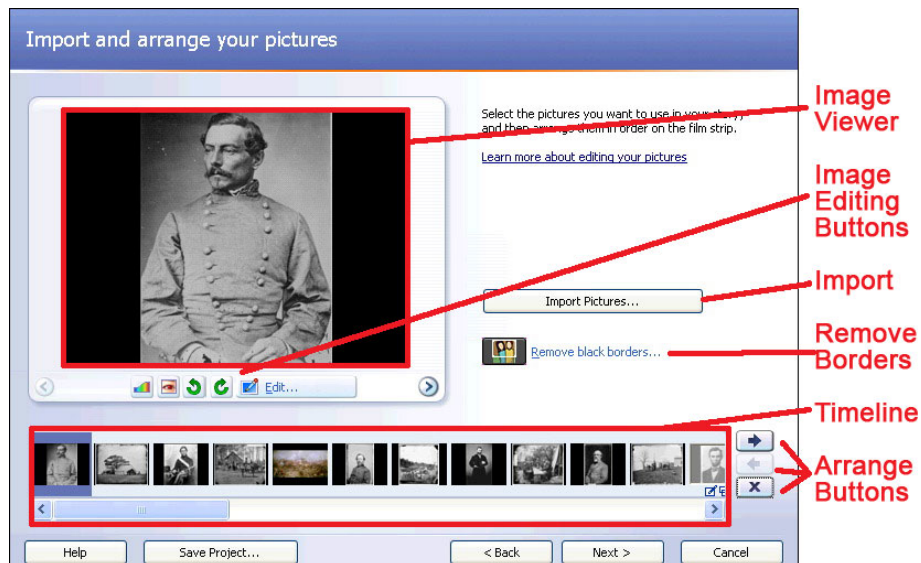


Import & Arrange Your Pictures



Adding Photos

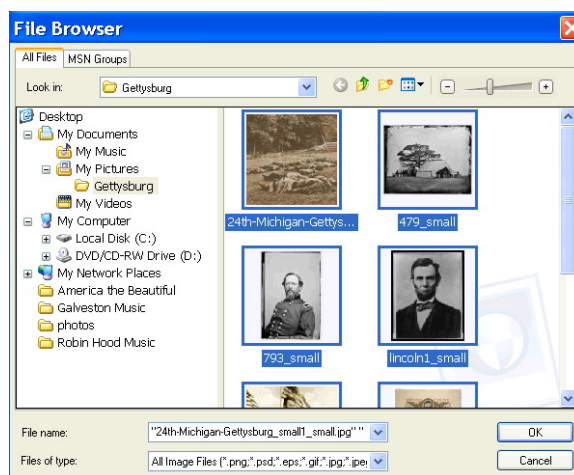
To begin building your story, you will need to import the images you want to use. Photo Story recognizes a variety of image formats including JPEG, GIF, TIFF, and bitmap. If you know how to use image editing software like Photoshop or Fireworks, you should prepare your images beforehand to make the story building process easier.

Adding Pictures

Photo Story will import multiple pictures at a time, but it imports them in alphabetical order and automatically adds them to the end of the timeline. If you want to use a large number of photos, it may be best to import them in small batches in the order they appear in the story so it is easier to put them all in the correct order on your timeline.

1. Click the **Import Pictures** button. A File Browser window will appear.
2. In the File Browser window, navigate to the folder where your pictures are saved.

Note: If you are not seeing your images, make sure the **Files of Type** option is set to **All Image Files** so you can see all the images that Photo Story can recognize.



Selecting images in the File Browser

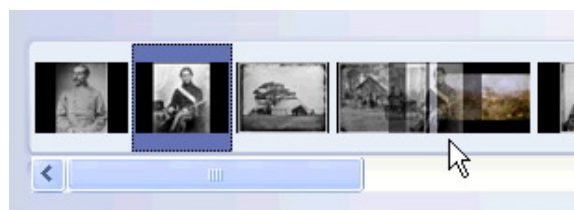
3. Select the image you want to import by clicking on it. Select multiple images by holding down the CTRL key while you click on each picture.
4. Click **OK** to close the File Browser and import the pictures to the end of the timeline.

Rearranging Pictures on the Timeline

Once your pictures are on the timeline, you can move them around using one of two methods. Select the method that feels most comfortable to you.

Drag & Drop Method

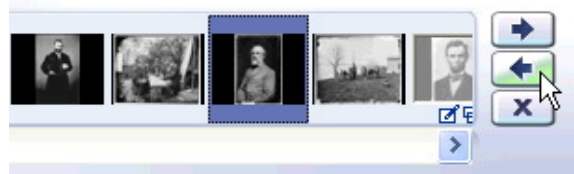
1. Select the image you want to move by clicking on it in the timeline.
2. While holding down the mouse button, drag the image to along the timeline until the arrow cursor reaches its new position.
3. Release the mouse to drop the image on the timeline.



The Drag and Drop Method

Arrange Buttons Method

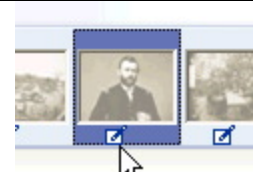
1. Select the image you want to move by clicking on it in the timeline.
2. Click the buttons to the right of the timeline to move the image back and forth along the timeline until it is in the correct position.



The Arrange Button Method

Editing Images

Most of the edits to images can be completed from the main Import and Arrange screen. A few of the edits, such as Rotate Image and Red Eye Reduction have buttons directly underneath the Image Viewer and can be applied directly. The more advanced edits are available by clicking on the **Edit** button.



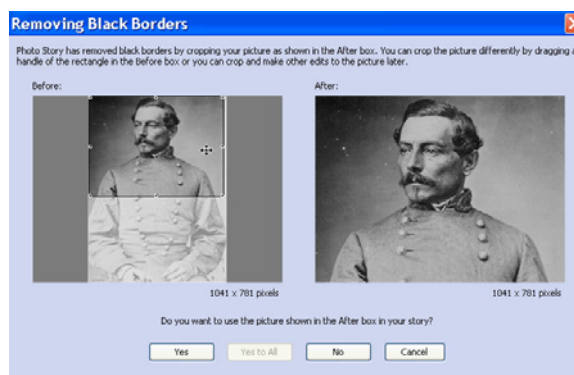
Images that have an edit applied to them will display a small pencil and paper icon beneath the image when viewed on the timeline.

Cropping

Cropping is the process of removing the unwanted portions of a picture. Photo Story has two ways to crop a photo. If you have vertical pictures, Photo Story will detect the borders and give you the **Remove Black Borders** button on the main Import and Arrange screen. This feature has an automatic crop function. If you do not have readily detected borders you use the **Rotate and Crop** tab to crop your pictures.

Remove Black Borders – Manual Crop

1. Click on the **Remove Black Borders** button in the main Import and Arrange window. A new window will appear.
2. In the Removing Black Borders window, you will see a box appear on top of your image. This is your **mask**. Drag the mask around the image by clicking on it. You can change the size of the mask by clicking on the handles (little dots along the edges of the frame). The mask indicates the area of the picture you want to keep. The results are shown on the right.
3. Click the **Yes** button to save the change for the current picture and move on to the next picture.
4. Click the **Cancel** button to return to the main Import and Arrange screen.



Removing Black Borders window

Remove Black Borders – Auto Crop

1. Follow steps 1 & 2 as described for manual cropping above.
2. Click the **Yes to All** button. When Photo Story is done, it will return you to the main Import and Arrange screen.

Note: Sometimes using auto crop creates awkward images. To fix this, use the Rotate and Crop instructions as outlined below.



An example of a bad auto crop

Rotate and Crop Tab

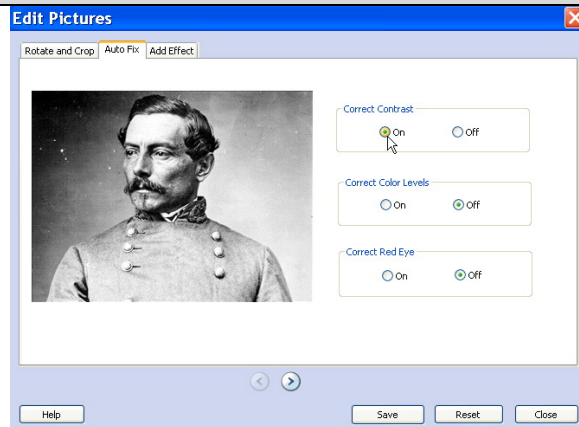
1. Click on the **Edit** button in the main Import and Arrange screen. You should automatically enter the **Rotate and Crop** tab.
2. Click the checkbox next to **Crop**. A rectangle should appear on your picture. This is your **mask**.
3. Using the handles (little dots along the edges), resize your mask and drag it around your picture until it only shows the part you want to keep.
4. Click the **Save** button to keep your changes for the current image.
5. Use the arrows to navigate to other photos on your timeline.
6. Click the **Close** button to return to the main Import and Arrange screen.



The Rotate and Crop Tab

Applying Auto Fix Corrections

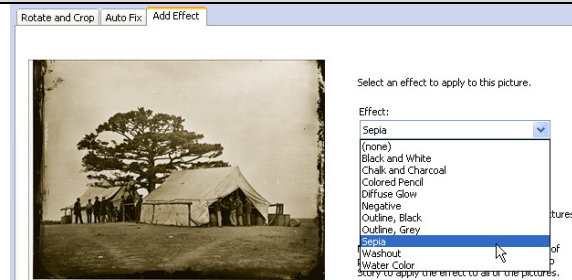
1. In the main Import and Arrange window, click on the **Edit** button below the Image Viewer.
2. Click on the **Auto Fix** tab.
3. Click the button for the edits you want to make. The image to the right will show you what your changes will look like so you can preview before you save them.
4. Click **Save** to keep the changes.
5. Use the arrow buttons to move between the pictures in your story.
6. Click **Close** to return to the main Import and Arrange screen.



The Auto Fix Tab

Applying Effects

1. Click on the **Edit** button below the Image Viewer in the main Import and Arrange window.
2. Click on the **Add Effect** tab.
3. Select an effect to apply from the **Effect** pulldown menu.
4. To apply the change to all of the pictures in your story, click the checkbox next to the *Apply the selected effect to all of the pictures* option.
5. Click the **Save** button to keep the changes.
6. Click the **Close** button to return to the Import and Arrange screen.

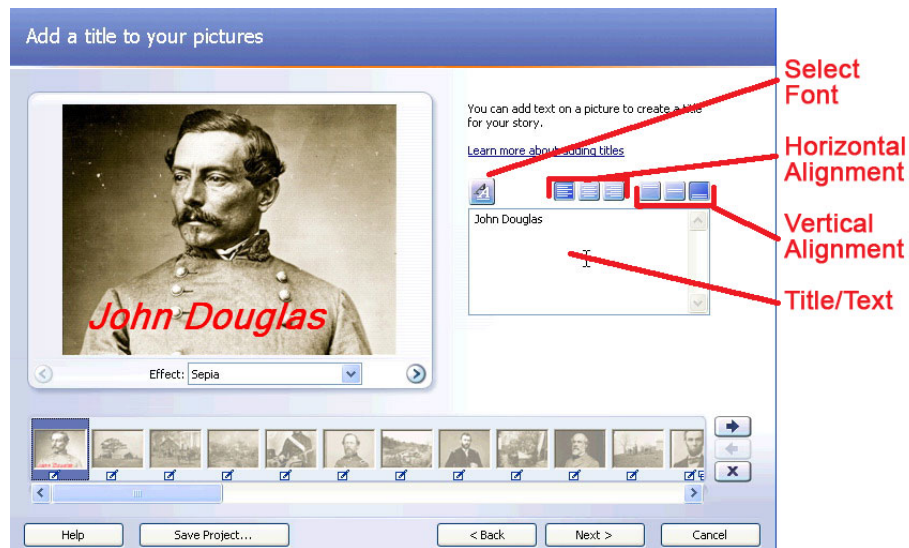


The Add Effect tab

☒ Apply the selected effect to all of the pictures in your story

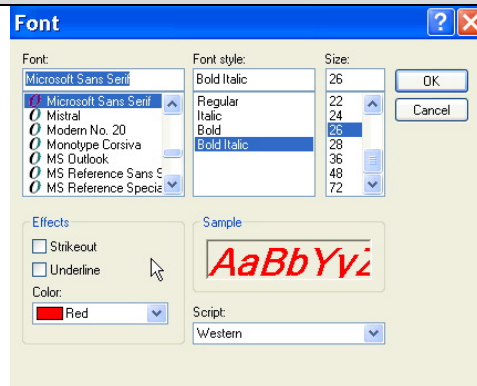
Check the Apply to All box to save some time.

Add a Title to Your Pictures



Adding Titles/Text

1. Select the image you want to add text to in the timeline.
2. Type the text you want to add into the box provided.
3. Click the buttons above the textbox to arrange the text on the image.
4. Click the **Select Font** button to make changes to the font face, size, color, and style of your text.



Select Font options